

SKR #:		Reviewer:	
Project Title:		Tax ID #:	
Const. Agrmnt. #:		Date:	

CHECKLIST FOR SUBDIVISION RECORD PLAN APPROVAL

I. TRAFFIC IMPACT STUDY

	Yes	No	N/A
Traffic Impact Study Required	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
List Required Offsite Improvements (Reference TIS Requirements)			
1.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Additional Required Improvements (Please list on reverse side)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

II. STATE MAINTAINED HIGHWAYS – REQUIRED RIGHT-OF-WAY & EASEMENTS

Local – 30 ft. ⁽¹⁾	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Major / Minor Collector or Minor Arterial – 40 ft. ⁽¹⁾	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Principal Arterial or Freeway – 50 ft. ⁽¹⁾	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Additional Right-of-Way to meet requirements. “An Additional X-Feet is Hereby Dedicated to Public Use as per this plat” ⁽¹⁾⁽²⁾	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Existing Right-of-Way shown on both sides of frontage roads	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Existing Right-of-Way is dimensioned and labeled	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15’ Permanent Easement for a shared-use path	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sight Triangles using AASHTO <i>Policy on Geometric Design of Highways and Streets</i> have been shown and dimensioned. ⁽³⁾	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Permanent Sight Easements have been established (if necessary)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(1) Reference: Section 3.6: Right-of-Way and Figure 3-3			
(2) Reference: Section 3.6.5: Dedication of Right-of-Way			
(3) Reference: Section 5.4 Sight Distance and Figure 5-22			

III. SUBDIVISION STREETS TO BE DEDICATED FOR PUBLIC USE

Type I Street (<500 ADT) Meets Design Requirements ⁽⁴⁾	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Type II Street (501 → 3000 ADT) Meets Design Requirements ⁽⁴⁾	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Type III Street (>3000 ADT) Meets Design Requirements ⁽⁴⁾	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Typical street section (as per manual) ⁽⁵⁾	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sufficient pins & monuments along the Right-of-Way ⁽⁶⁾	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Right-of-Way Dimensioning of Each Street	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Street Names Appear within the Right-of-Way Limits	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Label “Dedicated to Public Use” Appears for Each Street	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
50’ Radius is Provided for the Right-of-Way Around Cul-de-Sacs ⁽⁷⁾	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Temporary Easement for Dead End Streets are labeled ⁽⁸⁾	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Curve Data and Line Chart for all Subdivision Streets	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(4) Reference: Sections 3.6.1 Site Plan Right-of-Way, 5.1 Geometric Design of Subdivision Streets. Figures 3-2, 5-1			
(5) Reference: Figures 5-23, 5-24, and 5-25			
(6) Reference Section 3.6.4 Right-of-Way Monuments			
(7) Reference: Figure 5-3			
(8) Reference: Section 5.1.4.2 Temporary Dead End Streets			

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IV. GENERAL RECORD PLAN REQUIRMENTS

DelDOT General Notes ⁽⁹⁾	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Street Maintenance Note Shown (Public / Private)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Legend of Line Work	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
North Arrow Appears in all Plan Views	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Interconnections labeled "FUTURE STREET CONNECTION"	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Drainage Easements Labeled and Dimensioned	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Building Set Backs Displayed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Preliminary Entrance Plan included for Right-of-Way Constructability Verification. (10)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Entrance Location Position has been approved by DelDOT. ⁽¹⁰⁾⁽¹¹⁾	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(9) Reference: Appendix J			
(10) Entrance must be able to be constructed within the limits of available Right-of-Way and Easements. Verification includes cross slopes, travelway widths, shoulder widths, foreslopes, and backslopes.			
(11) Reference Section 3.4 Site Plan Requirements for a full list			

V. ROAD PROJECTS IN THE AREA

Road Design	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Review	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
District	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Corridor Preservation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
SR-1 Grid	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

VI. REQUIRED FORMS & FEES FOR RECORD REVIEW

Initial Stage Calculation Form ⁽¹¹⁾	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Initial Stage Fee	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Commercial Entrance Permit	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Entrance Design Checklist	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(11) Reference: Appendix C			

VII. PLANS REQUIRED FOR APPROVAL

Subdivision (includes entrance)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Entrance only (Subdivision Streets are Private / City Run)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Site Street Plan	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

VIII. RECORD PLAN COMMENTS

1 st comments mailed, phoned, faxed and/or emailed (date)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2 nd comments mailed, phoned, faxed and/or emailed (date)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3 rd comments mailed, phoned, faxed and/or emailed (date)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

IX. LETTER OF NO OBJECTION

No Objection letter sent (date of letter)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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X. ADDITIONAL COMMENTS:
